

Missouri Ethics Commission  
**Campaign Finance Electronic Filing System**  
**Help Document**

Updated May, 2014

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## Report Definitions (alphabetical listing):

- **Addendum Statement** – Used to record an explanation or any additional information needed to complete an accurate report that has not been reported elsewhere.
- **Committee Disclosure Report Cover Page** - Contains basic information regarding the committee and the report being filed.
- **Committee Termination Statement** – Provides details of distribution of surplus funds, disposal of outstanding debts and person responsible for maintaining records upon the termination of committee.
- **Contractual Relationships - Candidate Committees Only:** Provides additional details for any contributor disclosing an existing business contract or contractual relationship of \$500 or more with the political subdivision/district in which the candidate is running for office.
- **Contributions Made (to other candidates or committees)** – Provides details of all contributions made by the committee to another candidate or committee during the reporting period.
- **Expenditure Made to Support or Oppose a Candidate or Ballot Measure** – Reports an expenditure to support or oppose made directly on behalf of a candidate or ballot measure by a committee to a vendor without the candidates coordination or consultation. If this includes printed matter the “paid for by” disclaimer is of the committee making the expenditure.
- **Expenditures Made** – Provides details of all expenditures made (money spent or incurred) by the committee during the reporting period.
- **Expenditures to Independent Contractors** - Provides details for describing an expenditure to an independent contractor. Examples of possible services provided by an independent contractor are consulting, direct mailings, media production/purchase, phone solicitation, research, and public opinion polling. Identify the specific service or services received from the independent contractor and the dollar amount pro-rated for each service.
- **Explanation for Amended Report** – Used to amend the explanation originally provided for amending a report.
- **Final Review and Submit** – Provides opportunity for filer to give report a last final review and then proceed with actually filing the report.
- **Fund Raising Events Held** – Provides details of fund raising activity event, including receipts and expenditures specific to the event. Not required if all contributions received at a particular fund-raiser are itemized in the Monetary and In-kind Contributions Received section.
- **Investments Made and Held (Other Than Savings Accounts)** – Provides details of any investments held outside the committee’s official depository account (ex: Certificates of Deposit, Bonds, or Securities), as well as documents interest received (reported as a Miscellaneous Receipt).
- **Loans Made and Payments or Credits on Loans (including credit cards)** – Provides details of all loans made, all loan payments, credits received and credit card payments made during the reporting period.
- **Loans Received** – Provides details of all loans received and also provides additional details for loans received in excess of \$100.
- **Miscellaneous Disbursement** – Provides details on any disbursement not listed as an expenditure or contribution made (ex: returning/rejecting a contribution already deposited).
- **Miscellaneous Receipt** – Provides details about receipts from sources other than contributions received (ex: interest earned).
- **Monetary and In-kind Contributions Received** – Provides details for all contributions received by the committee during the reporting period.

- **Payments on Previously Reported Incurred Expenditures** – Provides details for committee funds used this period to pay expenditures reported as incurred during a previous period.
- **Prior Report Totals** – Each candidate or committee required to form and register a committee must maintain a running balance of activity from the time the candidate became a candidate, or the committee first began activity, through the termination of the committee, for each of these categories: receipts, expenditures, contributions made, money on hand and indebtedness. In order to meet this requirement, filers must bring forward the ending amount from the prior report. If it is the first report being filed, enter zero for each category. Receipts, expenditures and contributions made run per election cycle or calendar year (depending on committee type) and will re-start at zero at the beginning of a new reporting cycle. Money on hand and indebtedness continue to run for the life of the committee and will not re-start at zero at any time during the committee's life.
- **Report Summary** – Summarizes the committee's total receipts received and total disbursements made during the reporting period.
- **Section Wizard** – A guided filing assistant that based on the answers provided to a series of questions regarding the committee's activity, will lead the filer through the sections they need to complete.  
NOTE: Make sure that the answers provided match your record-keeping.